



**Dated:** 11<sup>th</sup> June 2020,

**Subject:** Alternative Guidelines for Industry Placement/Internship (HG2W 04) Amidst COVID-19.

Dear Students,

With reference to the on-going difficult situation created by COVID-19, following the regular internship and on-the job training seems difficult. Considering the current situation we have come up with an alternate approach to execute internships, however it is also important to note, that alternate approach to internship has to be in-line with quality assurance requirements of LCCI Global Qualifications and SQA and all the learning outcomes of this subject has to be met without compromising on the quality parameters.

**Following alternate approach to internships is being implemented:**

- 1) Students can complete their requirement of HG2W 04 by joining hotel in the local city by taking necessary health and safety measures
- 2) Approach and work under the guidance of the mentor by physically meeting the mentor (maintaining social distance of 6 feet) at least once every week for 2 hours. The chosen mentor must be someone who has worked in a hotel industry for at least 3 years and has minimum of a Bachelor Degree or an Specialised Vocational Qualification in Hotel/Hospitality Industry
- 3) Approach and work under the guidance of the mentor through virtual engagement at least once every week for 2 hours. The chosen mentor must be someone who has worked in a hotel industry for at least 3 years and has minimum of a Bachelor Degree or an Specialised Vocational Qualification in Hotel/Hospitality Industry
- 4) Research about various hotels, cuisines, food and beverage, housekeeping, front office and other hospitality services and maintain weekly Internship Log Book of what has been achieved each week. This research report has to be under the direct guidance and supervision of one of the faculty at the training centre

**Mandatory Requirement:**

- 1) Students must compulsorily fill the Internship Log Book provided at the time of admission. The log book must be filled for 24 Weeks.
- 2) For DHM and ADHM, Student must cover all the 4 departments of a hotel (i.e. Front Office, House Keeping, F& B Service and Food Production). Additionally students may cover other areas of hospitality industry.



- 3) Students must submit the authentication and self-declaration statement along with the Internship Log Book
- 4) Supervisor/Mentor Must confirm that the students has undergone the training under his/her guidance
- 5) The Centre Coordinator of the training site must confirm authenticity of the Internship Log Book
- 6) Phone Number/Mobile Number and Email address of the Mentor/Supervisor must be provided at the time of submission of the Internship Log Book. LCCI GQ may reach out to the supervisor to validate the submitted work as and when it deems necessary.

**Notes:**

- \* For those students who partially completed the Internship at hotels must complete remaining duration as per guidelines provided above.
- \* Sample of how to fill the Internship Log Book is attached along with.
- \* Submitting the student work without completing above mentioned mandatory requirements will not be accepted.

Please reach out to your centre coordinator for any further assistance.

Best Wishes,

A handwritten signature in black ink that reads 'Raisha' with a stylized flourish underneath.

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Student Service Department  
LCCI Global Qualifications